

NATIONAL WEATHER SERVICE INSTRUCTION 1-202
DECEMBER 30, 2004

Administration and Management
Delegation of Authority, NWSPD 1-2

DELEGATION OF AUTHORITY FOR PROCUREMENT REQUISITIONS

NOTICE: This publication is available at: <http://www.nws.noaa.gov/directives/>.

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Certified by: CFO/CAO (J. E. Jones, Jr.)

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SUMMARY OF REVISIONS: This instruction supersedes the National Weather Service Instruction (NWSI) 1-202, *Delegation of Authority for Procurement Requisitions*, dated December 30, 2003. Change includes: (1) Section 3 Approval Level for less than or equal to \$100K from “Branch Chiefs and Supervisors designated in writing by name annually” to “All other Division/Branch Chiefs and Supervisors designated in writing by name annually.”

signed by John D. VanKuren for 12/21/04

John E. Jones, Jr.

Date

Acting Chief Financial Officer/Chief

Administrative Officer

Delegations of Authority for Procurement Requisitions

<u>Table of Contents</u>	<u>Page</u>
1. Introduction	2
2. Definition	2
3. Delegations	3
4. Authority to Redelegate	4

1. Introduction: The purpose of this directive is to establish and define delegated authority for the approval of procurement requisitions.
2. Definition: Authority to approve procurement requisitions means the approver has the authority to certify the availability of funds. The approver certifies that funds are available within his/her budget to cover the amount approved and that the items are necessary for use in the public service. This is not to be confused with a delegation of procurement authority given to Contracting Officers or purchase card holders.

3. Delegations: Delegated Authority for Procurement Requisitions for all services (including special services) management of contract services and equipment is established pursuant to the table below:

AREA OF DELEGATION	APPROVAL LEVEL	REFERENCES
Less than or equal to \$5M	Deputy Assistant Administrator for Weather Services and Chief Financial Officer/Chief Administrative Officer	Commerce Acquisition Manual; Federal Acquisition Regulation, Section 508, DAO 201-44, OMB Circular A-34.
Less than or equal to \$2.5M	Director, Office of Operational Systems	Commerce Acquisition Manual; Federal Acquisition Regulation, Section 508, DAO 201-44, OMB Circular A-34.
Less than or equal to \$1M	Regional Directors, Headquarters Office Directors, Program Managers, Chief Information Officer (CIO), National Center for Environmental Prediction (NCEP) Director	Commerce Acquisition Manual; Federal Acquisition Regulation, Section 508, DAO 201-44, OMB Circular A-34.
Less than or equal to \$500K	Division Chiefs in the Office of the AA.	Commerce Acquisition Manual; Federal Acquisition Regulation, Section 508, DAO 201-44, OMB Circular A-34.
Less than or equal to \$250K	Deputy Directors of Regional Headquarters, NCEP Executive Officer, Director NCEP Central Operations	Commerce Acquisition Manual; Federal Acquisition Regulation, Section 508, DAO 201-44, OMB Circular A-34.
Less than or equal to \$100K	All other Division/Branch Chiefs and Supervisors designated in writing by name annually	Commerce Acquisition Manual; Federal Acquisition Regulation, Section 508, DAO 201-44, OMB Circular A-34.
Less than or equal to 50K	Meteorologist in Charge,	Commerce Acquisition

NWSI 1-202 December 30, 2004

	Weather Forecast Office Hydrologist in Charge, River Forecast Center NCEP Center Directors (only as redelegated in writing by Regional or NCEP Director)	Manual; Federal Acquisition Regulation, Section 508, DAO 201-44, OMB Circular A-34.
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4. Authority to Redelegate: Headquarters, NCEP, and Regional Directors have the authority to further delegate by letter to specific employees by name not covered in this standardized delegation.